



**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CHILDREN’S MEDICAL SERVICES**

**CALIFORNIA CHILDREN’S SERVICES
PROMOTIONAL OPPORTUNITY**

PUBLIC HEALTH NURSING SUPERVISOR

TRAINING AND EXPERIENCE: Two years as a CCS/MSC Supervisor or CCS/Nurse Case Manager (PHN/MSC) at California Children’s Services in Los Angeles County.

DESIRABLE QUALIFICATIONS:

- Skills in organizing and preparing reports
- Strong written and oral communications skills
- Supervision experience preferred
- Team building skills
- Previous quality improvement experience is desirable.

REQUIREMENTS:

Must be eligible for appointment from a current eligible list.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Supervises CCS nurse case managers in the following areas, general program, MTU and CQI.
- Evaluates staff training needs and arranges training.
- Makes work assignments, schedule (s) vacations, and ensures adequate coverage.
- Recommends disciplinary action where required, handles grievances.
- Prepares employee evaluations and performs other supervisory functions.
- Addresses community or agency groups, providers, etc.
- Attends meetings that update eligibility guidelines.
- Interprets and provides general CCS program information to physicians, parents, teachers, social workers, therapy staff and other agencies.
- Participates in developing program specific information including policy and procedure manuals and brochures.

Employees interested in applying for this position must be eligible for appointment from a current eligible list. Please submit a cover letter, resume, copy of the last two (2) performance evaluations, and a copy of the attendance record for the last 24 months. Position will be filled as qualified candidates are interviewed.

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